



## **Education Department Student Worker**

**Name of Position:** Student Worker for Education Department.

**Department:** Education

**Campus Location:** Mossman 210

**Supervisor:** Director of Education Operations, Dana Pentz

**Length of Contract:** Academic Year 2018-19

**Pay Rate:** Minimum Wage

**Job Purpose:** The Education Department's student worker creates a cohesive environment for the education unit by providing support to faculty and administration activities through the year. He/she is detailed oriented, completes tasks in a timely manner, and remains actively engaged in the daily activities of the education unit. The student worker will have frequent contact with students and student files, he/she will respect FERPA and support student success.

### **Job Responsibilities:**

- Assist with answering telephones, faxing, filing correspondence, running errands on campus, and making copies.
- Greet office guests, answer questions and direct to the proper individual(s).
- Data entry into a Microsoft Excel spreadsheet; database, etc.
- Make suggestions on how to streamline a process or task that is manual.
- Maintain MBS master book list and obtain desk copies (if needed)
- Collect and file syllabi
- Ensure student files are maintained
- Distribute incoming mail
- Support the Student Teacher application process
- Support the application to Teacher Education process
- Support dissertation defense and committee documentation
- Input and retrieve student data
- Completes other projects as assigned

**Qualifications:** The Education Department's student worker will:

- Complete tasks with minimal supervision.
- Learn new skills as necessary.
- Comfortably operate Microsoft Office software.
- Support students, faculty, and administration in a positive professional manner.
- Exhibit excellent communication skills, attention to details, and be solution oriented.
- Uphold FERPA and other confidential matters.
- Ability to work between 10 – 20 hours per week.

### **Skill Development Areas:**



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- Time Management
- Student Development
- Operations Management
- Critical Thinking & Problem Solving

**Evaluation:** Students will be evaluated on satisfactory completion of tasks assigned. Evaluations should take place at the end of each semester in which work was completed.